



Filing a Return as a Ethanol Producer Upload a File Containing Data

FILE AND PAY AT:

http://sd.gov/epath

BENEFITS OF EPATH

- Provides 24/7 access to file and pay returns by electronic means
- Easy Data entry or Data upload
- System does all calculations
- Pay by ACH Debit or ACH Credit

Features

- Amend returns online
- Review returns, payments, outstanding returns, and account balances
- Make payments
- View pending payments and make changes to pending payments
- Use bank account for a one-time payment or save account information for future payments
- Use one EPath account to file and pay taxes for multiple licenses for same owner
- Assign additional users access to specific licenses on your EPath account
- Change your password, security questions, and email address at any time



EPath Help

Login >

Log in to your Account

Username: Password:

Forgot your Password?

Continue

Create an Account

If you are not already using EPath to access your account, create an account now.

Create Account

Watch Video on Creating an Account

Use EPath to file and pay the following taxes:

911 Emergency Surcharge

Bank Franchise Tax

Contractors' Excise Tax

Sales and Use Tax

Motor Fuel:

Biodiesel Producer Blender

Ethanol Producer Ethanol Broker

Importer/Exporter LNG

LPG User LPG Vendor

Supplier

If you don't have an EPath account and Make a Payment > need to make a payment by ACH Debit or Credit Card for the Taxes Listed above.

If you owe tax and do not have a tax license, please call 1-800-829-9188.

Due Dates Calendar

Please refrain from using the browser's back button while using this site. This site uses SSL (Secure Sockets Layer) encryption to protect your information.

Privacy Statement



Each • has help information, simply point to the • to display the information.

Main Menu >

File and/or pay taxes.

- ▶ File or Amend Return/Payment ¹
- ► Upload Additional Documentation 19

Select an account function to perform.

- ► Add/Edit User Accounts ①
- Cancel Licenses
- ▶ Print License Card

View History.

- ▶ View Account Activity ¹
- ► View Pending Items ①

► Payment Only ①

- ▶ Change Profile ¹ •
- ► Add a License
- ▶ View/Edit Pending Electronic Payments ¹ Output
- ▶ View Deleted Electronic Payments ①

Log out

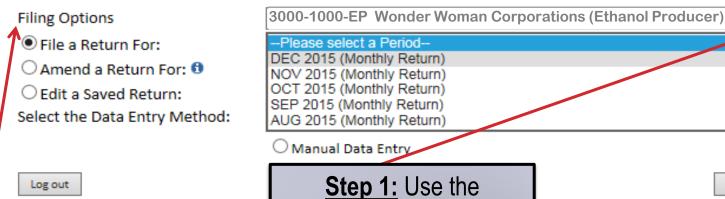
Main Menu ➤ File and/or pay taxes. File or Amend Return/Payment ① Dipload Additional Documentation ①

Tax Return Filing Menu ≻

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.



Step 2: Choose from Filing Options to file, amend, or edit returns

dropdown boxes to display license numbers and returns

Next

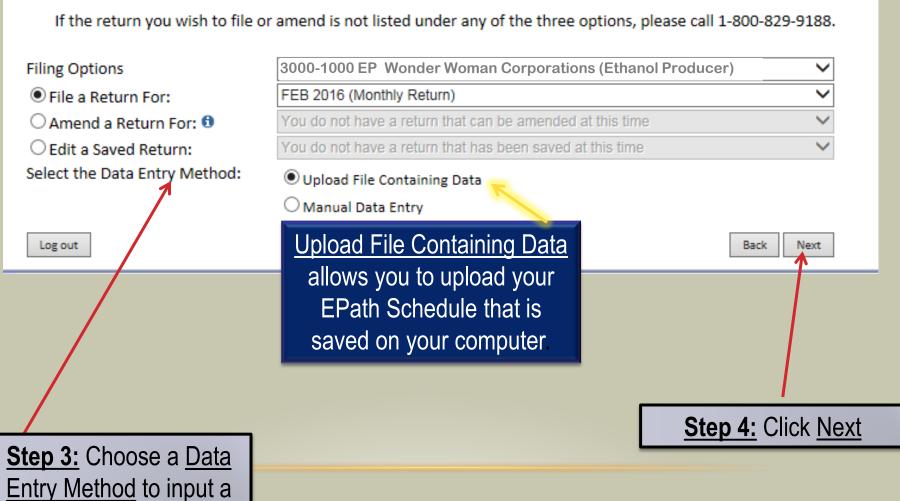
Back

Tax Return Filing Menu >

schedule

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)



Example: Upload a File Containing Data

Data File Definition ➤ Filing FEB 2016 Return For 3000-1000 EP Please select the type of file you will be sending. In a fixed length file, each field has a specified size Main Menu that remains constant throughout the entire file. In a delimited file, all fields in a record are Logout separated by a specified character. Refers to the lines that contain File Definition> Skip the first | 7 lines of the file column headings. If the EPath File Layout Schedule of Receipts and File Upload Fixed Length: File Preview Disbursements Template is used File contains no line feeds View Return no changes are needed Verify Info Delimited File: Other: Field Delimiter: Comma (,) String Qualifier: Double Quote (") Other: Back Next The **Delimited File** defaults to "comma" and "Double Quote" No changes are needed Click Next

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Data File Layout ➤

Main Menu

File Definition

File Layout> File Upload

View Return

Verify Info

Logout

Filing FEB 2016 Return For 3000-1000 EP

Describe the fields in your file using this section. Use the arrow buttons to reorder the fields. When using a fixed-length file, specify the length of each field in your file. You may remove any nonmandatory fields that are not in your file by checking the box in the right-hand column.

Position	Field Name	Size	Include
1 🗸	Schedule Type	2	Required
2 🗸	Carrier Name	100	Required
3 💙	Carrier FEIN	10	Required
4 💙	Mode	2	Required
5 💙	Origin State	2	Required
6 🗸	Destination State	2	Required
7 💙	Sold To	100	Required
8 💙	Purchaser FEIN	10	Required
9 🗸	Transaction Date	8	Required
10 🗸	Manifest Number	15	Required
11 🗸	Gross Gallons	9	Required
12 🗸	Product Type	3	Required
Reset Layout	Save Layout		

Position refers to the column on the schedule that is uploaded into EPath.

Step 2: If the layout changes click Save Layout before clicking Next.

If you are using the EPath template to file your schedule no changes are needed on this page and you can click Next.

Field Name is the column heading on the EPath Schedule.

Step 1: Enter the <u>Position</u> number for each Field Name as they appear on your EPath Schedule. In the example below the first column would be Position 1 so you want to match the Field Name to the Column heading.

Schedule	Carrier	Carrier	Mode	Point of	Destination	Sold To	Purchaser	Date Shipped	Manifest	Gross	Product
Туре	Name	FEIN	Would	Origin	Desiliation	Acquired From	Seller FEIN	Received	Number	Gallons	Туре
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/12/2016	9812345	1500	123
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/15/2016	9812345	1600	123
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/15/2016	9812345	1200	123
10	A Carrier	123456789	J	SD	WY	A Purchaser	999999999	02/15/2016	9812345	1900	123
10	A Carrier	123456789	J	SD	WY	A Purchaser	999999999	02/16/2016	9812345	500	123
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/16/2016	9812345	1000	123
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/16/2016	9812345	2500	123
5	A Carrier	123456789	J	SD	SD	A Purchaser	999999999	02/16/2016	9812345	1800	123
6a	A Carrier	123456790	J	SD	SD	A Purchaser	999999999	02/16/2016	9812345	3500	123

Next

PRODUCT TYPES, SCHEDULE TYPES, AND MODE OF TRANSFER

You will only be reporting Ethyl Alcohol sales so the product type entered will always be 123. Depending on the type of activity conducted, below are the schedule types and modes that you will use. When uploading an electronic schedule the following schedule types will automatically record the gallons you report on the line listed in the description box.

Schedule Type	<u>Description</u>				
5	This schedule type will be used to report transactions of Ethyl Alcohol that was sold for use or used in licensed motor vehicles upon which fuel tax is due. This amount will be reported on Line 5 of the tax return.				
6a	This schedule type will be used to report transactions of Ethyl Alcohol that was sold tax exempt to license Importer/Exporters for export. This amount will be reported on Line 4 of the tax return.				
10	This schedule type will be used to report transactions of Ethyl Alcohol that was sent to other tax exempt entities. This amount will be reported on <u>Line 4</u> of the tax return.				

How the fuel was transported will also need to be listed on the schedule. Below are the codes that will be used and what they stand for.

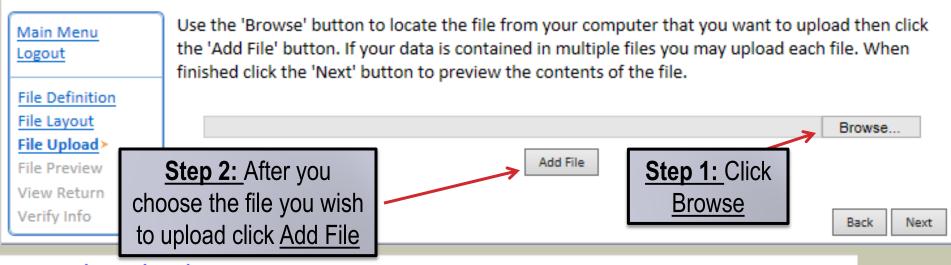
<u>Mode</u>	<u>Description</u>
J	Truck
R	Rail Car
В	Barge
PL	Pipeline

Example: Data File Upload

Data File Upload ➤

Filing FEB 2016 Return For 3000-1000 EP

Filing FEB 2016 Return For 3000-1000 EP



Data File Upload >

Use the 'Browse' button to locate the file from your computer that you want to upload then click the 'Add File' button. If your data is contained in multiple files you may upload each file. When

File Definition File Layout

Main Menu

Logout

File Upload>

File Preview Ethanol Producer

EP Summary Verify Info

finished click the 'Next' button to preview the contents of the file.

Add File Step 3: Click Next File Name File Number **Upload Date** Delete H\Excel\EP Schedule.csv Delete 6/15/2016 11:36:44 AM 1128 Back Next

The file must be saved as either a .csv or .txt for EPath to recognize the data when the file is uploaded.

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Browse...

Example: Data File Upload Continued...

Supplier File Preview ➤

Filing FEB 2016 Return For 3000-1000 EP

Main Menu Logout

File Definition
File Layout
File Upload
File Preview

Ethanol Producer EP Summary Verify Info Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

	Result	Schedule Type	Carrier Name	Carrier FEIN	Mode	Origin State	Destination St	tate
	Success	5	A Carrier	123456789	J	SD	SD	
	Success	5	A Carrier	123456789	J	SD	SD	
	Success	5	A Carrier	123456789	J	SD	SD	
	Success	10	A Carrier	123456789	J	SD	WY	
	Success	10	A Carrier	123456789	J	SD	WY	
	Success	5	A Carrier	123456789	J	SD	SD	
	Success	5	A Carrier	123456789	J	SD	SD	
	Success	5	A Carrier	123456789	J	SD	SD	
	Success	6a	A Carrier	123456790	J	SD	SD	
\	-							1

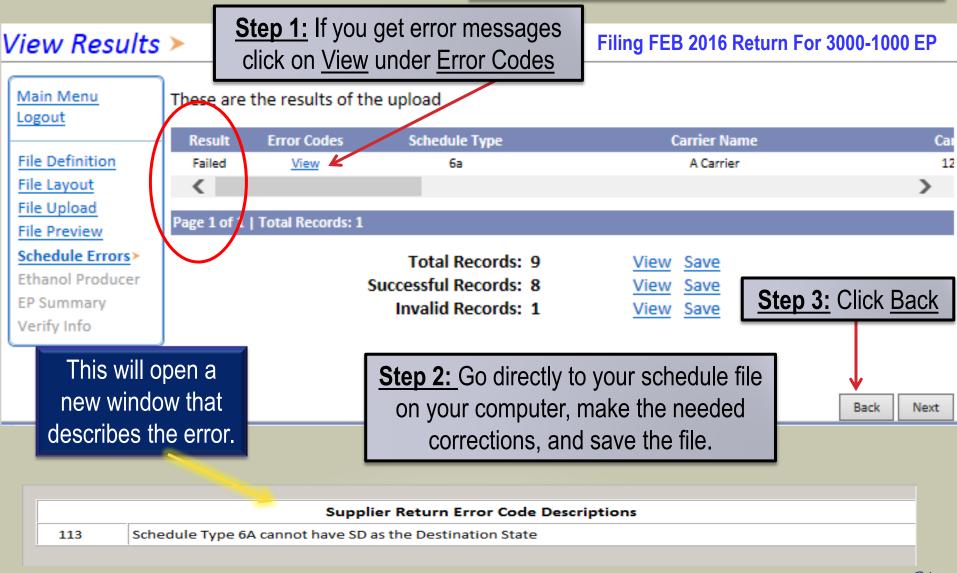
Click Next

Next

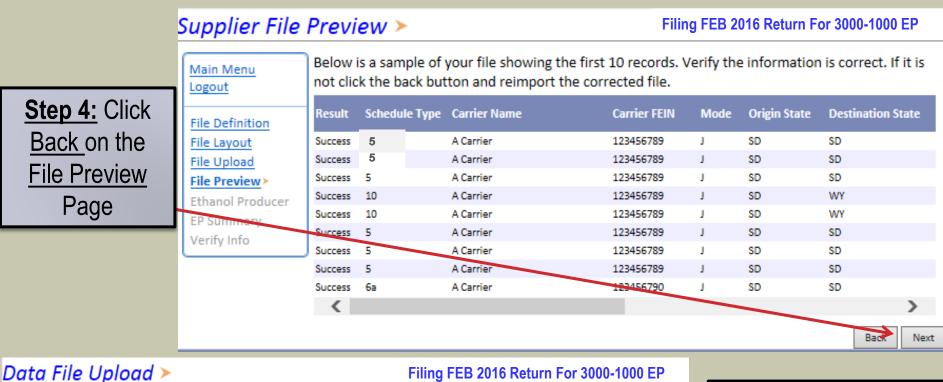
Back

Example: Failed Download

If you did not get error messages click Next and skip the next slide



Example: Failed Download Continued...



File Name

H\Excel\Biodiesel Producer.csv



Use the 'Browse' button to locate the file from your computer that you want to upload then click the 'Add File' button. If your data is contained in multiple files you may upload each file. When

Add File

finished click the 'Next' button to preview the contents of the file. Note: A file areadly exists for this return. If you would like use the existing file just click the 'Next' button without

selecting another file.

File Number

Delete

Delete

Schedule Errors

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File Upload>

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Biodiesel Producer **BP Summary**

Step 5: Click Delete and upload the corrected file

Upload Date

6/17/2016 3:21:39 PM

Click Add File

To Upload New File

Click Browse

Upload Corrected

Click Next

File

Next

File Size

Browse...

Back

EPATH - Motor Fuel > Main Menu Logout

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EP Summary

Verify Info

Ethanol Producer

Payment Method Make Payment

Step 2:

Click

Calculate

Filing FEB 2016 Return For 3000-1000 EP

Ethanol Producer Return

DENATURED FUEL-GRADE AICOHOL INVENTORY SALES

1. Total gallons of fuel-grade alcohol in inventory at begining of reporting period

2. Total gallons of fuel-grade alcohol produced or upgraded during reporting period

3. Subtotal gallons of fuel-grade alcohol (Add Lines 1 and 2)

4. Total gallons of fuel-grade alcohol sold to licensed brokers and exporters

5. Total gallons of taxable fuel-grade alcohol sold to non-licensed brokers and exporters

7. Total gallons of fuel-grade alcohol in inventory at end of reporting period

6. Total gallons of fuel-grade alcohol sold during reporting period (Add Lines 4 and 5)

10. Total gallons fuel-grade sold during reporting period (Record amount from Line 6 here)

(Subtract Line 6 from Line 3)

ENTHANOL PRODUCTION INCENTIVE

8. Total gallons biobutanol produced

9. Total gallons ethyl alcohol shipped out of the United State of America

11. Total gallons fuel-grade alcohol produced out-of-state

12. Net gallons eligibile for production payment

(Subtract Line 11 from Line 10 and add Line 8 + Line 9)

13. Production Payment Rate

14. Production payments allowance for this reporting period

(Multiply Line 12 by rate on Line 13)

TAXES AND FEES DUE

15. Allowance(If Filing on Time) (Multiply Line 5 by 0.0225)

16. Fuel Tax Due (Subtract Line 15 from Line 5 and multiply by \$0.14)

17. Tank Inspection Fee (Multiply Line 5 by \$0.02)

18. Total gallons of natural gasoline used for denaturing alcohol

19. Total gallons of gasoline used for denaturing alcohol

20. Net Credit Due for gallons used as a denaturant (Multiply Lines 18 & 19 by \$0.28 tax rate)

21. Tank Inspection Fee (Multiply Lines 18 & 19 by \$0.02)

22. Total credit for this reporting period (Add Lines 20 and 21)

 Total taxes and fees for this reporting period (Add Lines 16, 17, and subtract Line 22)

24. Interest

25. Penalty

Total Due (Add Lines 23, 24, and 25)

\$46.08 \$153.60 \$1,735.68

Manual Entry

Manual Entry

Manual Entry

Manual Entry

Manual Entry

20,000

5.900

9.600

15.500

4.500

15.500

15,500

\$0.20

\$3,100.00

\$1,344.00 \$192.00

\$0.00

\$0.00

\$0.00

\$1,536.00

Manual Entry Manual Entry

TIP: Calculate entries before continuing on in the process.

> **Step 1:** Lines 1,2, 8,9, 11, 18, and 19 are entered in

> > manually

Step 3: Click Next

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Calculate

Back

Next

Example: Returns with Tax Due

On the Payment Method page you have the option to pay the tax amount due on your return. If no tax is due you will not reach this page.



Filing FEB 2016 Return For 3000-1000-EP

Step 2: Follow the prompts to

make a payment if you choose

to make a payment at this time

Step 1:

Choose a Payment

Method

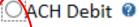
File Preview

EB Summary

Payment Method>

Make Payment Verify Info

Select the Payment Method you will be using



🔾 ACH Credit 🔞



Credit Card VISA CONTROL DESCRIPTION



A non-refundable convenience fee of 2.45% will apply if you pay by credit card.

Credit Card payments are processed by Elavon Inc. You will be taken to Elavon's site to enter your credit card information after you submit your return.

No Payment at this time. (Interest will apply to late payments.)

If you choose to make a payment at a later date select No Payment at this time and click Next.

Back Next

Step 3: Click Next

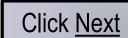
Main Menu Logout

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TIP: Always remember to review your entries before continuing on in the process.

Ethanol Producer Return

Ethanor rodden Ketarn	
DENATURED FUEL-GRADE ALCOHOL INVENTORY & SALES	
1. Total gallons of fuel-grade alcohol in producer's inventory at begining of reporting period	20,000
2. Total gallons of fuel-grade alcohol produced or upgraded during reporting period	80
3. Subtotal gallons of fuel-grade alcohol (Add Lines 1 and 2)	20,080
4. Total gallons of fuel-grade alcohol sold to licensed ethanol brokers and exporters	5,900
5. Total gallons of taxable fuel-grade alcohol sold to non-licensed ethanol brokers and export	ers 9,600
6. Total gallons of fuel-grade alcohol sold during reporting period (Add Lines 4 and 5)	15,500
7. Total gallons of fuel-grade alcohol remaining in inventory at end of reporting period	4,580
(Subtract Line 6 from Line 3)	
ETHANOL PRODUCTION INCENTIVE	
8. Total gallons biobutanol produced	50
9. Total gallons ethyl alcohol shipped out of the United State of America	35
10. Total gallons fuel-grade sold during reporting period (Record amount from Line 6 here)	15,500
11. Total gallons fuel-grade alcohol produced out-of-state	100
12. Net gallons eligible for production payment (Subtract Line 11 from Line 10 and add Line 8 + Line 9)	15,485
13. Production Payment Rate	\$0.20
14. Production payments allowance for this reporting period (Multiply Line 12 by rate on Line 13)	\$3,097.00
TAXES AND FEES DUE	
15. Allowance (If fililng on time) (Multiply Line 5 by 0.0225)	0
16. Fuel Tax Due (Subtract Line 15 from Line 5 and multiply by \$0.14)	\$1,344.00
17. Tank Inspection Due (Multiply Line 5 by \$0.02)	\$192.00
18. Total gallons on natural gasoline used for denaturing alcohol	1,500
19. Total gallons of gasoline used for denaturing alcohol	5,000
 Net Credit Due for gallons of gasoline and/or natural gasoline used as a denaturant (Multiply Lines 18 & 19 by \$0.28 tax rate) 	\$1,820.00
21. Tank Inspection Fee (Multiply Lines 18 & 19 by \$0.02)	\$130.00
22. Total credit for this reporting period (Add Lines 20 and 21)	\$1,950.00
23. Total taxes and fees for this reporting period (Add Lines 16, 17, and subtract Line 22)	(\$414.00)
24. Interest Due	\$0.00
25. Penalty Due	\$10.00
26. Total Due (Add Lines 23, 24, and 25)	(\$404.00)





Next

Verify Information ➤

Main Menu Logout

File Definition File Layout File Upload

File Preview

Ethanol Producer

EP Summary Verify Info>

Please verify your Return information. Use the 'Back' button or select a link from the side menu to go to the appropriate page to fix the errors.

To submit your Return read the 'Filing Agreement', enter your log in password, and click the 'Submit' button.

Return Information

3000-1000-EP License:

WONDER WOMAN Name:

File Code: Required Calendar Monthly

CORPORATIONS

02/2016 Period:

Return Due Date: 3/23/2016

Return Type: EP - Original

Total Tax Due: (\$414.00)Interest/Penalty: \$10.00 Total Due: (\$404.00)

Payment Type:

Filing Agreement

By rekeying my log in password I declare and affirm under penalty of perjury that this return has been examined by me, and to the best of my knowledge and belief is in all things true and correct. I understand that by submitting this return electronically it is my intention to have the South Dakota Department of Revenue accept it as filed.



Login Password: ••••••

Back

Submit

Reminder: Clicking Submit will finalize the filing process. Make sure to look everything over one last time.



Confirmation Information >

Confirmation

Confirmation Number: 117251341694570807
Date Submitted: Jun 09, 2016 5:25 PM

Return

License: 3000-1000-EP

Period: 02/2016

Return Type: EP- Original

Return Due Date: Mar 23, 2015 Total Amount Due: -\$404.00

X Y

View/Print Full Return

Print

Main Menu

Please Note: You will
NOT be able to print
your return after you
return to the main menu.
Click View/ Print Full
Return to print your
return



Find additional information and instructions for using EPath at: http://dor.sd.gov/epath/

Questions?

Call: **605.773.8178**

Email: <u>sdmotorfuel@state.sd.us</u>